The W. P. Carey School of Business, Graduate Programs, is looking for a poised, results oriented individual with the enthusiasm to fill cohorts of students who are focused on building opportunities for themselves through a valued experience in obtaining a master’s degree from one of the top business schools in the country. This position requires an extremely perceptive person, who is capable of relating to individuals at all levels and is able to promote our programs through lively engagement and collaboration ultimately to net a positive impact on enrollment.

Essential Duties

• Works as a team with other recruitment and admission staff to collectively interface with potential students through the selection and admission process of various masters programs.
• Develops and generates student leads for master's programs through various venues; face to face, phone, on-line and on and off campus events, as well as providing counseling on program benefits.
• Participates in the admission and application process by conducting interviews, processing applications with supporting materials monitoring progress.
• Understands the given requirements to evaluate all application components in order to render an admission decision and/or scholarship award.
• Coordinates and/or assists in creating internal and external communications to new student leads, prospective students and admitted students; and resolves any problems as needed.
• Builds rapport and maintains communication with perspective students regarding degree programs.
• Maintains activity on prospective student contacts; application progress using an applicant management system and qualifies
prospective students through program enrollment requirements and admissions.
• Represents the program through various presentations and attended activities such as college fairs and community meetings.
• Plans and coordinates on and off campus recruitment programs for prospective students.

Minimum Qualifications
Bachelor’s degree in a related field and three (3) years related experience, one (1) of which includes professional sales and/or direct marketing-related experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Travel commitments may include domestics and international requirements involving extended and/or protracted periods of time.

Desired Qualifications
• Demonstrated knowledge of: graduate admissions practices and principles; federal regulations pertaining to international students; understanding customer service perspectives and needs.
• Experience: applying marketing/selling techniques and methods; designing promotional presentation materials and giving public presentations; planning and directing promotional activities; creating student admission activity reports; analyzing data to make informed recruitment decisions; working in a higher education setting with diverse populations and cultures; Microsoft Office (i.e., Excel, Word, PowerPoint, Outlook); CRM systems such as PeopleSoft and Salesforce.
• Evidence of effective verbal and written communications, including grammar and spelling.
• Experience in composing, editing and proofreading written and electronic materials
• Experience in current issues and trends in graduate management education and related admission practices
• Experience in tracking activity of applications and enrollments
• Experience in producing reports of the analysis and evaluation of activities
• Experience in meeting sales goals

Working Environment
• Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse (65%); required to stand for varying lengths of time, and walk moderate distances to perform work (25%).
• Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds (15%).
• Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
• Ability to clearly communicate verbally, read, write, see and hear to perform essential functions of the job.
• Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
• This position receives annual managerial review of objectives.

Department Statement
Business is Personal - Within America’s largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own. Accelerate your career with an innovative master's degree from the highly ranked W. P. Carey
School of Business. Learn more about the W. P. Carey program that best fits your personal and professional goal at [http://wpcarey.asu.edu/mba-programs](http://wpcarey.asu.edu/mba-programs).

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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